

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMPUTER PROGRAMMER**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **1/21/86/ 11/16/98**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for preparing detailed instructions to adapt various operations to electronic data processing. The Computer Programmer develops individual programs, documents program logic, codes programs using program languages and tests and debugs programs. The position may also involve operation, monitoring and control of a computer and related peripheral equipment. The work is performed under general direction with considerable leeway for exercising independent judgment in planning and carrying out assigned duties. Supervision may be exercised over the work of subordinate data processing employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Analyzes the flow of information between the data center and the various units participating in the data processing system;
Designs detailed programs, forms, flow charts and diagrams to adapt financial or statistical operations to electronic data processing;
Prepares sample test data, performs actual testing and makes modifications, revisions and corrections to programs;
Debugs new programs to assure completion according to predetermined requirements;
Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and financial reports;
Performs detailed systems analysis and surveys of problems related to financial reports;
Prepares input and output memory layouts and block diagrams to show sequence of computations for problem solution on computer and related peripheral equipment;
May train and supervise data processing employees;
Consults with superiors and reports problems and deviations affecting work load and scheduling;
Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output;
Prepares reports on results of surveys and systems analysis and suggests application to data processing equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of electronic computer programming principles, techniques and concepts; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; good knowledge of office terminology and procedures; working knowledge of electronic computer and related peripheral data processing equipment operation, care and adjustment including a data recorder; working knowledge of systems analysis applicable to computer programming; ability to translate and adapt administrative, statistical and financial data to program use in a data processing operation; ability to follow moderately complex oral and written instructions; physical condition commensurate with the demands of the position.

Last Reviewed: 11/16/98
Last Updated: 1/21/86/ 11/16/98
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

COMPUTER PROGRAMMER

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and **either**;

- (A)** Graduation from a regionally accredited or NYS registered two(2) year college with an Associate degree in applied science in data processing, computer programming or computer science; **OR**
- (B)** Completion of at least two (2) years (60 semester credit hours) at a regionally accredited or NYS registered college or university which shall have included fifteen (15) credit hours in data processing, computer science or computer programming courses; **OR**
- (C)** Two (2) years of computer programming experience; **OR**
- (D)** An equivalent combination of training and experience as defined within the limits of (A), (B), and (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.